

Section 18: Reception and Release

Subject: Prison Property

Minimum Standard:

Revised:

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The personal property of all inmates who have left the Erie County Jail for prison will be logged and stored by the Inmate Property Officer. The inmate will be granted a fourteen-day opportunity to have their property claimed. Any property not claimed in fourteen days will be disposed of.

PROCEDURE

No personal property will be transported to any Ohio Prison from the Erie County Jail. The officer preparing the inmate for transport will:

1. Place all personal property into a plastic bag with the property sheet stapled to the bag.
 2. Have the inmate fill out a Property Release Form A (See Forms: A: Property Release Form A) making sure the inmate has placed the person's full name and address of the person he/she would like the property released to. The inmate can also acknowledge that there is no preference as to whom the property will be released to.
 3. The form will be stapled to the marked bag, which will be placed in the property storage room.
- A. **Storage** - It will be the responsibility of the releasing officer to store all prison property waiting to be claimed. The Inmate Property Officer will place the bag and label it Property Release Form A.
- B. **Releasing property** - When an individual comes to claim inmate property the releasing officer will verify using photo ID and the Form A to ensure that the correct person is claiming the property. The releasing officer will have the person claiming the property sign to verify they are receiving the property. The prisoner can elect to release their property to any unspecified person. In that event the prisoner's property will be released to any adult (claiming the property) who displays proper identification. The signed form will be placed into the Inmate Property Officer's box in Property Room Storage. The Inmate Property Officer will file all paperwork dealing with said property into the completed file. Property can be claimed and released at any time.
- C. **Records** - Once the property has been claimed or disposed of, the Property Release Form A will be placed into the completed prison property file. The Inmate Property Officer will be responsible for keeping the record of property claimed, unclaimed, and disposed.
- D. **Unclaimed Property** - If the fourteen days have passed since the inmate was transported or released from the Erie County Jail the unclaimed property will be disposed of. All unclaimed property will be sent to the Erie County Landfill for proper disposal. The Inmate Property Officer will label the Property Release Form A as destroyed and sign. A second officer will also sign the form to verify property has been destroyed properly. The form will then be placed into the completed file.

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- E. **Claims of Lost property-** All claims of lost or missing property must be submitted in writing to the Jail Administrator. If the inmate who is being released or transported claims to have property missing or damaged he/she must immediately advise the officer of their claim. The officer releasing or preparing the prisoner for transport should make an attempt to locate the property said to be missing. In the event the property cannot be located the officer should indicate, in writing on the property inventory sheet, exactly what the prisoner claims is missing from their property. The prisoner should sign the receipt indicating that he/she is stating that property is missing. The prisoner will be directed to submit a written statement outlining the details of their claim. This statement should be submitted to

Erie County Jail Administrator
2800 Columbus Ave.
Sandusky, Ohio 44870

The Jail Administrator will then forward the claim to the Inmate Property Officer who will conduct an investigation as to the disposition of the property. This Officer will then submit a written statement of findings to the Jail Administrator.